

TOWN OF MAMARONECK PLANNING BOARD  
SPECIAL USE PERMIT EXTENSION CHECKLIST

Print property address, tax block & lot (the “Property”)

THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE GUIDANCE FOR APPLICANTS AND STAFF AS TO EXTENSIONS OF EXISTING SPECIAL USE PERMITS. FOR COMPLETE AND UP-TO-DATE CODE REQUIREMENTS, PLEASE REFER TO **CHAPTER 240** OF THE TOWN CODE OF THE TOWN OF MAMARONECK.

THE APPLICANT IS RESPONSIBLE FOR COORDINATING WITH BUILDING DEPARTMENT STAFF TO ENSURE THAT ALL DOCUMENTS AND INFORMATION REQUIRED BY CHAPTER 240 OR THIS CHECKLIST ARE TIMELY SUBMITTED. SUBMISSIONS MUST BE RECEIVED AT LEAST FOURTEEN (14) DAYS BEFORE THE APPLICABLE PLANNING BOARD MEETING TO OBTAIN THE BOARD’S CONSIDERATION OF THE APPLICATION.

ANY INCOMPLETE OR LATE SUBMISSION MAY NOT BE PRESENTED TO THE PLANNING BOARD.

ACTUAL SIGNATURES ARE REQUIRED. DIGITAL SIGNATURES ARE NOT ACCEPTABLE.

**This checklist, signed and dated by each Applicant (collectively, the “Applicant”), is to be submitted with all of the required documents, with boxes checked as to all documents which are submitted with it.**

THE APPLICANT HAS SUBMITTED THE FOLLOWING<sup>1</sup>

- 1. The Application, and the application, engineering, and inspection fees, in the amounts set forth in the fee schedule approved by the Town Board.
- 2. A list of all other permits and/or applications which have been or must be made by the Applicant in order to continue the present use of the Property.
- 3. Copies of all previously approved and/or issued land use approvals, special use permits, variances, covenants and/or restrictions affecting the Property.
- 4. A copy of the current site plan on file in the Town Building Department applicable to the Property or, if none, of the most recent site layout.
- 5. Has there been any change in the use of the Property since the most recent special use permit relating to it was approved?  Yes  No If the use of the property has changed, attach a list of what has changed.

<sup>1</sup> If any of the items on this checklist are not submitted herewith, please attach an explanation.

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6. Have there been any changes made to the Property itself since the most recent special use permit relating to it was approved?  Yes  No. If there have been changes made to the Property, attach a list of what has been changed.

7. If changes to the Property are proposed, attach a list of the proposed changes (Note that an amended site plan may be required).

FOURTEEN (14) COMPLETE APPLICATION PACKAGES, PLUS A DIGITAL COPY OF THE ENTIRE APPLICATION PACKAGE (EXCEPT FOR THE FEES), MUST BE SUBMITTED TO THE TOWN BUILDING DEPARTMENT, WITH ALL REQUIRED DOCUMENTS ATTACHED IN NUMERICAL ORDER CONSISTENT WITH THIS CHECKLIST.

IN ADDITION TO COMPLYING WITH THE FOREGOING SUBMITTAL REQUIREMENTS, THE APPLICANT IS REQUIRED TO COMPLY WITH THE NOTIFICATION PROCEDURES SET FORTH IN CHAPTER 144 OF THE TOWN CODE.

**The undersigned applicant(s) hereby certifies/certify that all documents checked above are submitted herewith and are accurate and complete.**

SIGNATURE OF EVERY APPLICANT - IF INDIVIDUAL(S)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

AUTHORIZED SIGNATURE OF EVERY APPLICANT - IF AN ENTITY/ENTITIES

\_\_\_\_\_  
Print name of entity

\_\_\_\_\_  
Print name of entity

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Title: \_\_\_\_\_  
Print

Title: \_\_\_\_\_  
Print